

Subchapter A--Introduction

PART 301-1--APPLICABILITY

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301-1.2(c)(1) What is the definition of invitational travel?

Invitational travel is travel paid in part or whole by NOAA of persons other than DOC employees, serving without pay, or at \$1 a year.
See FTR, Chapter 301-1.

301-1.2(c)(2) What travel allowances are invitational travelers entitled to receive?

Invitational travelers are held to the same rules and regulations as NOAA employees and are therefore entitled to the same travel allowances as NOAA employees, i.e., lodging and M&IE not to exceed the maximum. Invitational travelers are entitled to travel advances and are required to procure common carrier transportation through a servicing Travel Management Center.
See NTR, Chapter 301-51.5(b) and 51.8 for regulations regarding the issuance of travel advances for invitational travelers.

301-1.2(c)(3) How can we ensure that invitational travelers follow the same rules that a NOAA employee follows?

Officials authorizing invitational travel authorizations should ensure, at the time the invitation is extended, that the traveler is aware that **all** of the travel arrangements are being made by NOAA. This is to prevent the invitational traveler from purchasing transportation with personal funds.

301-1.2(c)(4) How are travelers noted as “invitational” on travel authorizations?

“Invitational” is annotated in the title block of the travel authorization.

301-1.4 Are cost-reimbursable contractors or grantees eligible for invitational travel authorizations?

Travel authorizations cannot be issued to contractors who receive a fee for services rendered to NOAA. Travel authorizations cannot be issued to individuals who have received a grant, and are using the grant.